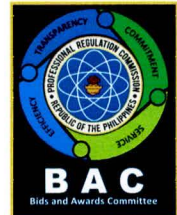




Republic of the Philippines
Professional Regulation Commission
Bids and Awards Committee
Central Office

P. Paredes St., Sampaloc, Metro Manila
 Tel. Fax: 5-310-0037
 Email: bac@prc.gov.ph



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REQUEST FOR QUOTATION
Small Value Procurement
RFQ No. 2024-35

Date: _____
 Contact Person: _____
 Name of Company: _____
 Contact Details: _____
 PHILGEPS Registration Number (required): _____

The **PROFESSIONAL REGULATION COMMISSION – CENTRAL OFFICE (PRC-CO)** with address at P. Paredes Street, Sampaloc, Manila, through its Bids and Awards Committee (BAC), will undertake a Negotiated Procurement under Section 53.9 – Small Value Procurement of the Revised 2016 Implementing Rules and Regulations (IRR) of Republic Act (R.A.) No. 9184, for the Project:

NAME OF PROJECT:

PROCUREMENT OF VARIOUS TOKENS: Lot 1 – Procurement of Trophies for 2024 Outstanding Professional of the Year Awardees and Outstanding APO Nominees (Rebid)

Bidders who are legally, technically, and financial capable may submit their accomplished open quotation/proposal personally or via email at bac@prc.gov.ph using the “PRC Official Forms” provided herein duly signed by the owner or his duly authorized representative **not later than JUNE 19, 2024 at 1:30 P.M.** Evaluation of quotation/proposal will be on **JUNE 19, 2024 at 2:30 A.M.** at the BAC Office, 4th Floor, PRC Annex Building, P. Paredes St., Sampaloc, Manila. Bidder/s or its duly authorized representative/s who wish to attend the evaluation of bids must submit a letter of intent to the BAC through the BAC Secretariat to be given a link for the meeting.

In addition to the quotation/proposal, copies of the following eligibility requirements (or its equivalent) are required to be submitted:

1. Valid Mayor’s/Business Permit;

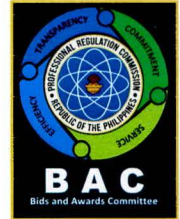
In exceptional cases where the Local Government Unit (LGU) concerned has not yet released the Mayor’s Permit, Bidders, in lieu of the valid Mayor’s Permit may submit substantial proof of renewal of Mayor’s Permit, such as Official Receipt of payment.

2. PhilGEPS Registration;
3. Latest Income/Business Tax Return (for ABCs above Php 500,000);
4. Noatrized Omnibus Sworn Statement; and



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Member

5. Duly notarized *Secretary's Certificate* for partnership, corporation, cooperative, or joint venture, or *Special Power of Attorney as representative* for sole proprietorship.

IDs of the Secretary or the Representative shall be attached.

- For individual, the BIR Certificate of Registration may be submitted in lieu of DTI Registration and Mayor's Permit.
- For procurement requiring Mayor's Permit and PhilGEPS Registration, Certificate of Platinum membership may be submitted in lieu of the said documents.

PRC assumes no responsibility whatsoever to compensate or indemnify proponents for any expenses incurred in the preparation of the proposal.

PRC reserves the right to accept or reject any or all quotations, and to impose additional terms and conditions as it may deem proper.

We are furnishing you herewith a copy of the posted Request for Quotation with Annexes "A" and "B" for your reference.

For inquiries, you may call the BAC Secretariat at facsimile No. (02) 5-310-0037 or email at bac@prc.gov.ph.

Thank you.

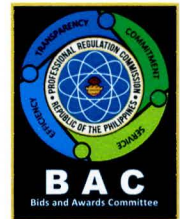
Very truly yours,

L. LOUIS P. VALERA
Chairman, Bids and Awards Committee
Assistant Commissioner, PRC



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ANNEX "A"

TERMS AND CONDITIONS

- Bidders shall provide the correct and accurate information required in this form.
- The bidder shall submit their proposal through their duly authorized representative using the provided OFFICIAL FORMS (Annex "A" & "B").
- Price quotation/s must be valid for a period of Thirty (30) calendar days from the date of the submission of the quotation.
- Price quotation/s to be denominated in the Philippine peso shall include all taxes, duties and/or levies payable.
- Quotations exceeding the Approved Budget for the Contract shall be automatically rejected.
- Award of Contract shall be made to the lowest quotation which complies with the minimum technical specifications and other terms and conditions stated herein.
- Any erasures or overwriting shall be valid only if they are properly signed by the owner or his/her authorized representative.
- Payment shall be made within 15 to 30 days upon receipt of the Statement of Account/ Billing Statement, on a bank-to-bank basis.
- Lowest Calculated Bidder **may be subjected to Post Qualification Conference** whenever necessary.

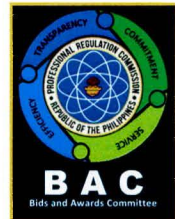
TERMS OF REFERENCE

Name of the Project:	PROCUREMENT OF VARIOUS TOKENS: Lot 1 – Procurement of Trophies for 2024 Outstanding Professional of the Year Awardees and Outstanding APO Nominees (Rebid)
Approved Budget for the Contract:	The supplier shall bid for the item described in this Terms of Reference, which shall not exceed the Approved Budget for the Contract (ABC) in the amount inclusive of all applicable bank and government charges. <ul style="list-style-type: none"> ONE HUNDRED EIGHTY-FOUR THOUSAND FIVE HUNDRED NINETY-NINE PESOS AND EIGHTY CENTAVOS (PHP184,599.80)
Project Site:	PROFESSIONAL REGULATION COMMISSION P. Paredes St., Sampaloc, Manila



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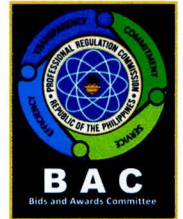
TECHNICAL SPECIFICATIONS

PROCUREMENT OF VARIOUS TOKENS: Lot 1 – Procurement of Trophies for 2024 Outstanding Professional of the Year Awardees and Outstanding APO Nominees (Rebid)		
ITEMS	QTY	Technical Specifications and Schedule of Requirement
LOT 1 RFQ NO. 2024-35	12 pcs	<ol style="list-style-type: none"> 1. Participating APO/AIPO (Small) <ul style="list-style-type: none"> • Category: A, B, and C • Material: Clear glass, text engraved on a metal plate polished, Black Acrylic
PROCUREMENT OF TROPHIES FOR 2024 OUTSTANDING PROFESSIONAL OF THE YEAR AWARDEES AND OUTSTANDING APO NOMINEES (REBID)	3 pcs	<ol style="list-style-type: none"> 2. Outstanding APO/AIPO (High) <ul style="list-style-type: none"> • Category: A, B and C • Material: Clear glass, text engraved on a metal plate polished, Black Acrylic
	40 pcs	<ol style="list-style-type: none"> 3. Outstanding Professional of the Year 2024 <ul style="list-style-type: none"> • Clear Glass • Metallic Gold Finish • Polished, Black Acrylic • Embossed Logo • Text Engraved
	2 pcs	<ol style="list-style-type: none"> 4. Seal of Excellence in Continued Partnership Award <ul style="list-style-type: none"> • Crystal Glass • Embossed text • Embossed logo <p>Delivery Term: ON OR BEFORE JULY 12, 2024</p>
<p>NOTE:</p> <ol style="list-style-type: none"> 1. See attached layout/designs for reference. 2. Upon the receipt of the approved contract, the End-User will coordinate immediately with the winning bidder for the sample tokens. 		



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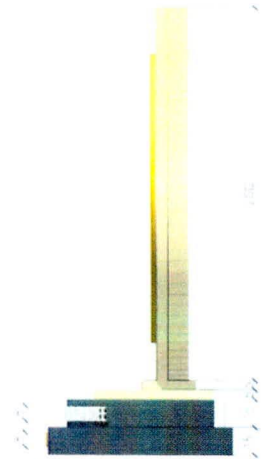
WIL CHARLOTTE G. OLARTE
 Member

ELEVATIONS

NOTE:
 Detailed dimensions of the PRC logo is based on the
 dimensions and proportions of the official PRC logo.



FRONT ELEVATION



RIGHT SIDE ELEVATION

PLAQUE "Seal of Excellence in Continued Partnership Award"



PERSPECTIVE

FRONT

REAR

PLAQUE "Seal of Excellence in Continued Partnership Award"



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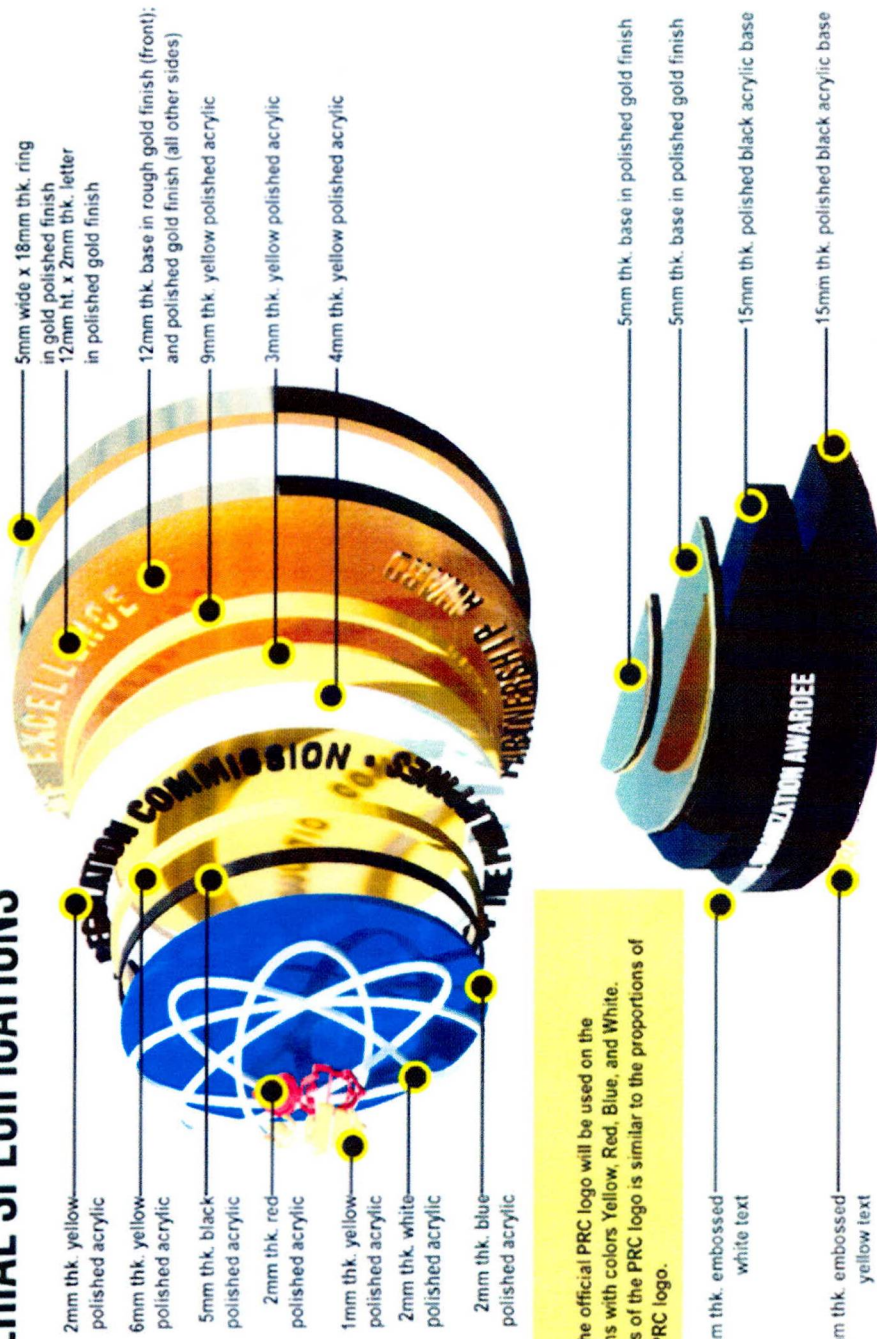
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Member

MATERIAL SPECIFICATIONS



NOTE:

- Colors of the official PRC logo will be used on the specifications with colors Yellow, Red, Blue, and White.
- Dimensions of the PRC logo is similar to the proportions of the official PRC logo.

PLAQUE "Seal of Excellence in Continued Partnership Award"





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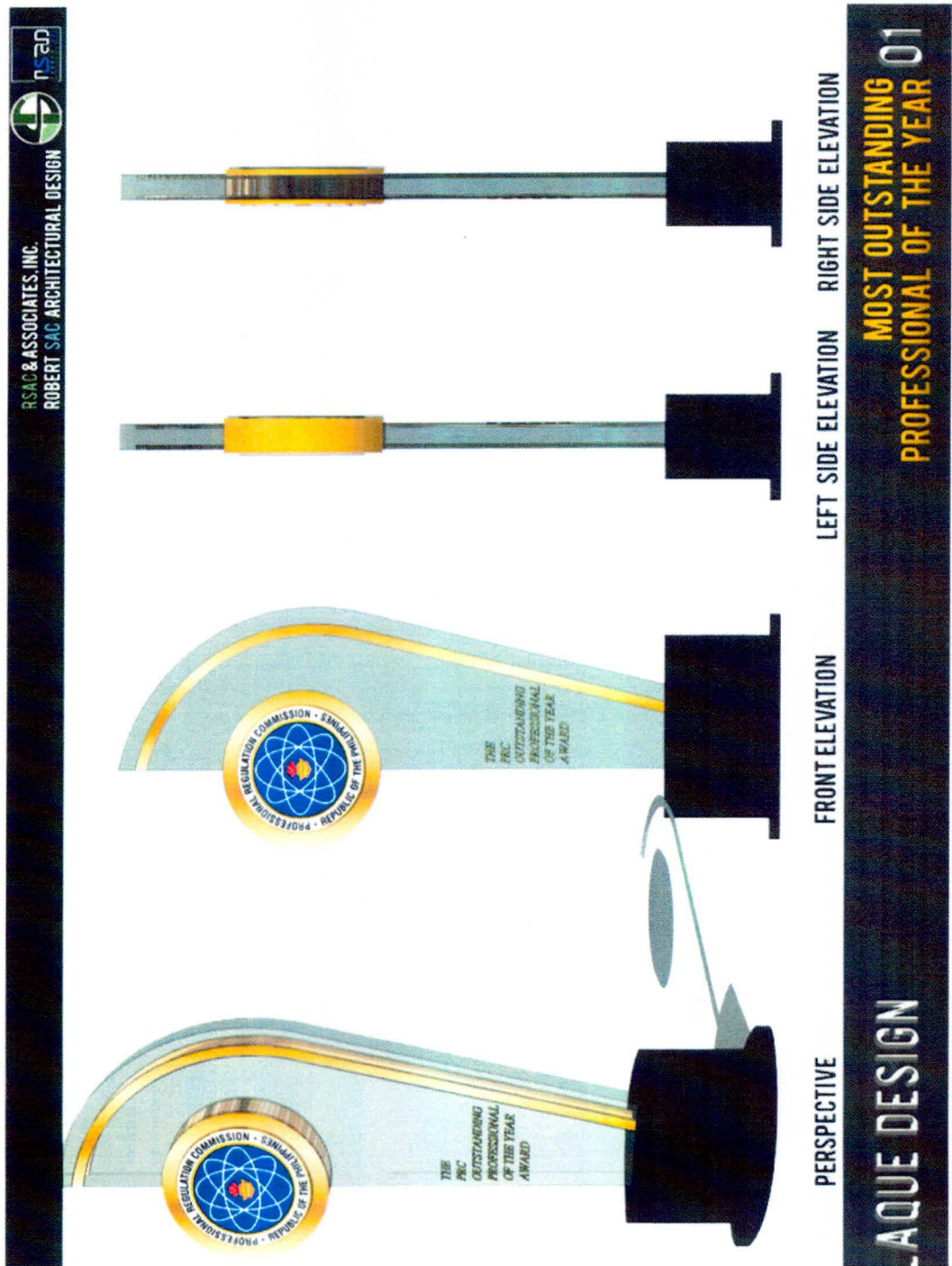
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ANNEX "B"

PRICE QUOTATION SHEET
FINANCIAL BID

Having read, examined and accepted the Terms of Reference on the subject Request for Quotation (RFQ), I/We submit our quotation/s for the item/s as follows:

LOT 1: RFQ No. 2024-35				
PROCUREMENT OF TROPHIES FOR 2024 OUTSTANDING PROFESSIONAL OF THE YEAR AWARDEES AND OUTSTANDING APO NOMINEES (REBID)				
Requirements <i>(Refer to the Technical Specifications above)</i>	Qty	ABC	BID PRICE PER UNIT	TOTAL BID PRICE (In figure and in words)
Participating APO/ AIPO (Small)	12 pcs	Php36,399.96/ Php3,033.33 per unit		
Outstanding APO/ AIPO (High)	3 pcs	Php9,799.98/ Php3,266.66 per unit		
Outstanding Professional of the Year 2024	40 pcs	Php 131,333.20/ Php3,283.33 per unit		
Seal of Excellence in Continued Partnership	2 pcs	Php7,066.66/ Php3,533.33 per unit		
Total ABC		Php184,599.80		

***THE BID/QUOTED PRICE SHALL NOT EXCEED THE APPROVED BUDGET FOR THE CONTRACT AND PRICE PER ITEM, INCLUSIVE OF VAT AND ALL TAXES AND BANK CHARGES.**

PLEASE QUOTE YOUR BEST OFFER FOR THE ABOVE ITEM/S. KINDLY FILL OUT THE FORM COMPLETELY AND INDICATE "NO BID" FOR THE PROJECTS WITHOUT BID PROPOSAL.

Bidder's authorized signature over printed name

Designation:

Name of Company:

Address:

Contact No: